



**MASSACHUSETTS  
TEACHERS'  
RETIREMENT  
BOARD**

---

**Main Office**

**Boston**

69 Canal Street

Boston, MA 02114-2006

**Phone** 617-727-3661

**Fax** 617-727-6797

---

**Western Regional Office**

101 State Street

Springfield, MA 01103-2066

**Phone** 413-784-1711

**Fax** 413-784-1707

**Online** [mass.gov/mtrb](http://mass.gov/mtrb)

---

**Board Members**

David P. Driscoll

*Chairman and  
Commissioner of Education*

Timothy P. Cahill

*State Treasurer*

A. Joseph DeNucci

*State Auditor*

John A. M. Dow, Jr.

George F. McSherry

Linda M. Ruberto

Ellen T. Hargraves

---

Joan Schloss

*Executive Director*

**Re: Purchasing Overseas Dependent School Service Credit**

Dear Member:

We have received your inquiry about purchasing credit for your overseas dependent school service. For your reference, we are sending you specific information about this type of service credit and the steps that you—and we—must take in order to complete the service purchase process. If you have any questions along the way, please don't hesitate to contact our office.

**ABOUT OVERSEAS DEPENDENT SCHOOL SERVICE CREDIT**

- **Overseas dependent school service:** You may purchase credit for service rendered as a teacher in an overseas dependent school supervised by the United States Department of Defense.
- **Eligibility:** To be eligible to purchase overseas dependent school service, at the time of your purchase, you must either be an active member of the Massachusetts Teachers' Retirement System or be on an authorized leave of absence.
- **Maximum time you may purchase:** You may purchase up to five years of credit for this service.
- **Cost:** The cost of purchasing past service is based on what you would have paid in retirement contributions to us during that period (plus interest to date) as if you had been a member of the Massachusetts Teachers' Retirement System.
- **If you are retiring within 6 months:** If you are approaching your retirement date, please notify us so that we may process your request immediately.

**STEPS FOR PURCHASING SERVICE CREDIT**

- 1) You must document your service:** Contact the National Records Center, 111 Winnebago Street, St. Louis, Missouri, 63118 to document this service. You should request that your employment record be reported on NA Form 13037 (also known as a transcript of service). This form must report your periods of employment, the salary rates paid, and any additional allowances paid for maintenance or housing.
- 2) You must report your documented service to us:** After the National Records Center returns your form to you, submit the form to our office.
- 3) We must review your form and calculate the cost of your service:** After we receive your form, we will review the information and calculate how much it will cost you to purchase your service. We will then issue you an invoice.
- 4) You must pay for your service purchase:** After you receive your invoice, you may pay the amount indicated by the date indicated, or you may decide not to purchase your service at this time and simply file the form for future reference. Note, however, that in order to receive credit for your service, you must pay for your service *before* your effective date of retirement and while you are an active member of the MTRS. If you delay your purchase, the cost of your service will increase due to added interest charges.

Sincerely,  
*MTRB Member Services Unit*